

The banner features a yellow background with a circuit-like pattern of lines and dots. The text "Commonwealth of Virginia" is in blue, and "Council on Technology Services" is in a larger, bold blue font. A thick blue horizontal line runs across the bottom of the banner.

Commonwealth of Virginia Council on Technology Services

Change Management Workgroup

Meeting Agenda

2/12/03

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| 9:30 | Welcome Guests and New Members |
| 9:35 | Approval of minutes from last meeting |
| 9:40 | Review charter revisions resulting from 1/9/2003 COTS meeting (attached) |
| 9:45 | Change Management Overview – Paul Lubic |
| 10:15 | Discussion on Identifying/Defining Best Practices <ul style="list-style-type: none">• Feedback from Memo to COTS (attached)• Next Steps |
| 10:45 | Update on DTP Change Management Activities – Paul Lubic <ul style="list-style-type: none">• Current Readiness Assessment• Other Activities |
| 11:00 | Review of Action Items |
| 11:05 | Agenda setting for next meeting |
| 11:15 | Adjourn |

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